



COW CREEK CAREER CENTER

Thank You Notes & Follow-up



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PURPOSE

After you meet professionals at a job fair, networking function, informational interview, and a job interview, the first thing you should do is follow up with a thank-you note. Not only is it proper business etiquette, but it is also a reminder of your qualifications. Writing thank-you notes is a simple yet critical part of the job search, yet only 5% of jobseekers do so. It is a great way to differentiate yourself from other candidates. It is recommended to send the note within 24 hours of the meeting so that you can stay in the forefront of the contact's mind.

FORMAT

There are two preferred formats for thank-you notes, including handwritten note cards and email. Handwritten notes can be more personal and create more of a connection whereas emails can often get buried in the recipient's inbox. When deciding what format to use, take into consideration the company culture and what you think the employer would appreciate. If you know that the company is making a hiring decision quickly, consider sending an email and following up with a hard-copy version. For all thank-you notes, keep the following in mind:

- Your thank-you letter is a sample of your writing and communication skills. Be sure to have it proofread!
- If you interviewed with more than one person, it is ideal to send a note to each person. Make sure you customize at least part of the note when sending to more than one person or ask the person to share the note with the committee.
- Make sure the note is personalized to the person and organization rather than simply sending a form letter.
- Keep the note concise and to the point.
- For handwritten notes: Use a simple note card and make sure to use legible handwriting.
- For emails: Use a basic subject line such as "Thank you" or "Nice to meet you."

CONTENT

In your thank-you note, be sure to include:

- Expression of your appreciation for his/her time.
- Refer to a specific part of the conversation/interview which you feel works to your benefit (or which you found particularly interesting).
- Express your interest in the organization and the position.
- Include anything you wanted to share but forgot to say.
- Refer to a next step or further contact.



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FOLLOW-UP DO'S & DON'TS

- **Do** send a thank-you note within 24 hours.
- **Do** check in with employers if you don't hear back from them in their suggested hiring timeline.
- **Do** keep track of your job search and communication, including contact information, phone calls made and letters sent.
- **Don't** assume that if you haven't heard from an employer that the position has been filled. Be persistent and follow up with the employer to ensure that they received your application materials and let them know that you are still interested in the position.
- **Don't** ever fail to send a thank-you—even if you are sure the job is not for you or if you have another offer.
- **Do** write thank-you notes after every interview.
- **Do** be patient; the job search and hiring process takes time.

FOLLOW-UP EXAMPLE

Dear Mr. Brown:

Thank you for the opportunity to spend last Thursday at your manufacturing facility in Sunnyvale. The discussion we had was very informative, and I really enjoyed the tour of your plant and the informal conversation with your engineering staff. I was impressed with the effective manner in which Consolidated Engineering has adapted the management-by-objective system to their technical operations. This philosophy aligns well with my interests and training. The entire experience has confirmed my interest in joining the team at Consolidated Engineering, and I look forward to hearing from you soon.

*Sincerely,
James S. Moore*

adapted from University of Portland Career Center